

## Message

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**From:** Kasman, Mark [Kasman.Mark@epa.gov]  
**Sent:** 2/1/2018 8:52:18 PM  
**To:** Hupp, Millan [hupp.millan@epa.gov]  
**CC:** McMurray, Forrest [mcmurray.forrest@epa.gov]; Kundinger, Kelly [kundinger.kelly@epa.gov]; Troche, Luis [Troche.Luis@epa.gov]; Nishida, Jane [Nishida.Jane@epa.gov]  
**Subject:** Decision needed: Skirvin Hilton OKC - Rooms & Contract Decision  
**Attachments:** AgreementSkirvinHotelOKCEC2018June.docx

Hi Millan,

The CEC Secretariat is about to sign the contract for the rooms at the Skirvin Hotel in OKC for the CEC in June. We will be committed to filling these rooms with the cancellation policy noted here:

**CANCELLATION:** Cancellation damages will be calculated as a percentage, based on the date of cancellation listed below, of total anticipated gross revenues from all contracted sleeping rooms, food and beverage and meeting room rental listed on the opposite side.

<u>Date of Cancellation</u>	<u>Percentage owed</u>
Date of signing to 90 days in advance	30%
89 days to 60 days in advance	50%
59 to 30 days in advance	75%
29 days or less in advance of event	100%

In general, we were assuming Minister/Administrator plus 8 for each of the delegations. I thought it is possible that EPA might need at least the 12 rooms noted below. Does that look right? There is nothing to prevent us from reserving more rooms at the Skirvin independently based on availability. The general CEC participants will be staying at the Renaissance Hotel. We lost the Sheraton to another group (darn)!

Also, we need to know arrival departure for each of the rooms. The meetings will take place starting at lunchtime on Tuesday, June 26<sup>th</sup> and finishing after dinner on Wednesday, June 27<sup>th</sup>. I figured that advance would have to come in on Sunday, to have all day Monday, but let me know if you need more time.

In EPA's case, I am estimating that the following should stay in the Skirvin with any additional staying in the Renaissance. Can you take a look and see if this looks right to you? Do we need to add a room for Ryan and/or Samantha or should they make reservations on their own given the potential cancellation fees? Would the Administrator prefer to stay in his residence on June 25 and check into the hotel on June 26?

Check In

Check Out

## Ex. 7 - Law Enforcement

Thanks for taking a look at this so the CEC Secretariat can secure the rooms we need at the Skirvin.

Mark

